

16 Nov 67

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Administrative Authorities


REFERENCES : (a) Memo dtd 10 Oct 67 to DD/S fr Ex Dir-Compt.,
same subject
(b) Memo dtd 17 Oct 67 to Dirs/Pers, Fin and Log
fr DD/S, same subject

1. Referent Memorandum (a) announces that the Director has granted authority to the Executive Director-Comptroller to adopt the administrative authorities of other laws when necessary for the administration of all employees of the Agency. Following this development, the Deputy Director for Support established a study group to review existing Agency authorities and to recommend appropriate changes, if any. The references are attached for your information.

2. In its organizational meeting, the study group decided to observe certain operating procedures and guidelines which would enable it to more properly respond to the principle stated by the Executive Director-Comptroller, namely: "to make sure that the travel expenses, allowances and other fringe benefits provided to Agency employees are as favorable as those provided in existing laws or in laws hereinafter enacted for other government employees in similar circumstances." A copy of the guidelines adopted by the study group is attached.

3. The group desires to solicit the views of all DDE Office Heads as the first and principal step to be taken in making a general review of possible administrative policy and problem areas affecting employees. We regard this approach as desirable for various reasons, the chief one being to become aware of any items of particular interest or concern to you. In order to profit from the expertise in your areas, we plan to invite knowledgeable officials within the Support Services to appear before the study group for consultation on particular issues appearing on the agenda.

4. You are therefore requested to advise us whether or not there are any problem areas or policy proposals falling within our province that you wish to have considered. I also encourage you to designate any officer or officers whom you might want to appear before the group to discuss your views.


Chairman, Study Group
Administrative Authorities

Atts

GUIDELINES FOR TASK FORCE ON ADMINISTRATIVE AUTHORITIES

1. In addition to reviewing existing Agency authorities in the fields of travel, allowances and other fringe benefits, the study group will become familiar with administrative authorities in the Foreign Service Act and other laws which may be applicable to the administration of Agency employees.
2. Although the review of administrative authorities in other laws is a primary assignment of the study group, its responsibility to recommend what changes, if any, are appropriate in the light of the guiding principle stated by the Executive Director-Comptroller, in his memorandum to the Deputy Director for Support, dated 10 October 1967, same subject, can best be met by studying and proposing desirable policy changes, including solutions to significant administrative problems, that have been experienced by the DDS Offices or other Agency elements. Identification of such policy proposals could then be evaluated in terms of an available implementing administrative authority, i.e., existing Agency statutory authority or the adoption of some other applicable law.
3. The delegation of authority to adopt the administration of other laws determined to be necessary for the proper administration of all employees of the Agency pertains to any administrative policy or program which involves the benefits of individuals but would not encompass administrative authorities contained in other laws which relate solely to things or transactions having no proximate or significant effect on employee entitlements or obligations.
4. The delegation for adopting when necessary the administrative authority of other laws should be construed as the right to adopt such authorities as sources of whatever proposals are determined to be specifically applicable to this Agency, consistent with its precise needs, cover circumstances, and security conditions. The decision to adopt other administrative authorities when necessary should not be construed to mean that the Agency would be required to accept en toto the specific programs, policies, and requirements as they are administered within the agency or agencies having such administrative authorities.

UNCLASSIFIED

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INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:

EXTENSION

NO.

3383

DATE

16 November 1967

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. SPA/DDS
7D10 Headquarters

2.

3. DC/PRS
512 Magazine

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

The Administration Study Group agreed to the following in its initial meeting.

a. Meet regularly once a week (when possible), beginning in December;

b. Follow the attached ground rules, if acceptable to the Deputy Director for Support;

c. Advise Office Heads of the study groups assignment and invite them to advise us of any matters falling within our province which are of interest or concern to them.

Pursuant to the above, I have prepared a proposed letter to DDS Office Heads and have attached a copy of the proposed guidelines which will aid them in determining the kinds of problems that the study group could consider within its charter.

Please review and inform me if your Office believes that the ground rules correctly reflect the scope of our activity. Also please confirm if the proposed memorandum is a proper communication from the study group.

I will be pleased to discuss this if desired.

Q. ut
X 3383